

MEETING OF BOARD OF TRUSTEES
Pound Ridge Library District
Location: 271 Westchester Ave, Pound Ridge, NY
July 21, 2022

Present: Richard Esman, Ken Turner, Bonnie Schwartz, Richard Levan, Valerie Nelson, Anne Benefico, Selena Shen, Michael Clark

The meeting was called to order at 7:34 pm. A quorum was present throughout the meeting.

The next Board meeting will take place on Thursday, August 25 at 7:30pm.

Mr. Esman requested Board approval of the June 21, 2022 Board meeting minutes. Motion made by Ms. Schwartz to approve the minutes, seconded by Mr. Clark. Motion passed unanimously.

Mr. Esman announced the receipt of \$76,182.76 from the Foundation from the grant request for the Schaffner Room makeover and thanked everyone involved in the process.

Building and Grounds: Facilities manager Ken Gilman provided an update: the cottage has interior has been painted. The new oil burner is expected to arrive soon. There was a small leak in the ceiling in the corner of the Schaffner Wing which required the replacement of a ceiling tile and insulation to be removed to prevent mold.

Financials: Michael Lewis, the Library's accountant, presented the financial reports for June 2022 and an overview of the library's financial position. The Board reviewed the 2023 budget and discussed adjustments as suggested by the Director and various Board members. Chris Keuhne from Charles Schwab presented an update on the Library's investments. The warrants were presented in the amount of \$72,953.86. Ms. Schwartz made a motion to approve the warrants, Ms. Benefico seconded. Motion passed unanimously. The Foundation check should be deposited to the Money Market account and a new line item should be created to track that revenue. Ms. Schwartz made a motion to transfer \$125,000 from the Signature money market account to the Signature operating account, Ms. Nelson seconded. Motion passed unanimously. The Board reviewed the Expenditure of Funds policy. Ms. Nelson will draft a new policy based on Trustee feedback and present it at the next meeting.

There will be 7 out of 9 vacant seats for the September meeting. The incoming Trustees will need to be sworn-in but they are not seated until the first meeting in October when officers are chosen. Currently, there are three signatories, two of which are not able to run again. The Board will need to have a temporary Treasurer to be a second signer on checks. The Treasurer does not need to be a Trustee. Ken Turner will serve as temporary Treasurer. Mr Esman made a motion that commencing October 1, 2022 Mr. Turner will be the acting Treasurer until the officers are selected at the first meeting in October.

Interior project: Ms. Benefico provided an update: Blinds have been taken down in the Schaffner Room, windows will be cleaned after painting but before new blinds are installed. The Board decided to hold off on purchasing tables due to lack of storage space. The Board decided not to purchase stackable

chairs and the Interior Committee will keep looking for other options. Track lighting will be installed August 1st and the art track will be installed on August 4th. The acoustic panel has been ordered and the audio system has been ordered. The rest of the library shelving and furniture are in production and the project is on target to begin September 12th.

Parking lot and lighting: Ms. Schwartz provided an update: The Planning Board requested additional information. Peter Catizone from Catizone Engineering is almost finished with the plan. Hoping the Board will be able to review bid proposals at the August meeting.

Cottage: Mr. Esman provided an update: Painting and repairs have been completed. The cleaning will take place next week. There is a party interested in renting the cottage. The agreed upon monthly rental amount is \$2,600. The start of the lease will be September 1st. The garage should not be included in the lease as it needs repairs, which should take place over the next two months. A new rental agreement, including a new requirement that the tenant use Marshall Oil, must be drafted by the real estate attorney. There will be a one-month security deposit required. An appraisal was done on the cottage which came in at \$560,000. Regan Agency, the Library's insurance company, suggests raising the rebuild coverage from \$260,075 to \$500,00 which will increase the premium by \$396. Ms. Schwartz made a motion to approve spending the additional premium amount. Mr. Clark seconded. Motion approved unanimously. Ms. Nelson made a proposal to enter into a lease with the proposed tenants at \$2,600 a month. Seconded by Ms. Schwartz. Motion passes unanimously. Cottage fence will be fixed by Luppino Landscape. Ms. Schwartz proposed a no pet policy. Seconded by Mr. Esman. Motion passed unanimously.

Wood Memorial: Ms. Coulter will investigate which bank can direct us to the attorney in charge of the memorial.

Two adjustments were made to the warrants bringing new total to \$72,716.36. Mr. Esman made a motion to amend the warrants from \$72,953.86 to \$72,716.36. Seconded by Ms. Schwartz. Motion passed unanimously.

Director's report: The Trustees reviewed digital thermostat options. Ms. Shen recommended Ecobee thermostats and John Rossi A/C and Heating Company. Ms. Schwartz made a motion purchase Ecobee digital thermostats to replace all thermostats and contract John Rossi to install them for \$675. The Trustees reviewed electrician proposals to replace lighting in the mystery room, the new teen area, install track lights in the Schaffner Room, install electric for motorized shades, new outlets and A/V ports throughout the Library as well as trenching. Ms. Schwartz made a motion to use Your Choice Electric for \$44,950 seconded by Ms. Nelson, motion passed unanimously. Ms. Schwartz made a motion to use Your Choice Electric for additional electric work for motorized shades in the Children's Room and the Schaffner Room up to \$1,800 and NYCONN Security to install surveillance cameras in the Schaffner Room and at the back entrance up to \$800. The Trustees reviewed proposals to repair the cottage garage. Ms. Schwartz recommended Linn Building. Mr. Clark proposed the Library contract Linn Building for garage repairs, seconded by Ms. Nelson. Ms. Coulter provided an update on elections: one petition has been received and advertising is in place on the Library website, Library social media, the Record

Review, the Recreation Department e-newsletter and Kevin Hanson's e-newsletter. Ms. Coulter will be investigating digitization of the Library's records through Scanoptics and looking into a grant through NYS Archives and will report back. Self-checkout machines are available again through WLS at a cost of \$1,500 per year plus a one-time fee of \$3,000. Board decided to wait until Interior makeover is complete. The Library is officially a Passport Acceptance Facility. The Foundation have planned two events to publicize their funding of the Schaffner Room makeover: a cocktail party on November 3rd and an authors event on November 5th. Mss. Schwartz invited all of the Trustees to work at the Library's table at Harvest Festival on October 1st.

Public remarks: none

Public session adjourned 9:50 pm.

Executive session began at 10:00 pm.

Executive session ended at 10:25 pm.

Public session was re-opened at 10:38 pm.